



Mountain Line

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Board of Directors Minutes for Wednesday, November 15, 2023

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA BOARD MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM.

The Board of Directors met in Regular Session on Wednesday, November 15, 2023, at 10:00am in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. This was a WEB BASED meeting. Members of the Board and Mountain Line staff attended in person, by internet conferencing, or by telephone. The public was invited to attend.

BOARD MEMBERS PRESENT:

Tony Williams, (Chair), Vice President of Student Services, CCC, designee, (Zoom);
Jeronimo Vasquez, (Vice Chair), Board of Supervisors, Coconino County, (Zoom), joined at approximately 10:02am;
Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom);
Miranda Sweet, City Councilor, City of Flagstaff;
Lori Matthews, City Councilor, City of Flagstaff
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

None

MOUNTAIN LINE STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (Zoom);
Jacki Lenners, Deputy General Manager, (Zoom), left at approximately 11:00am;
Sam Short, Workforce Director;
Anne Dunno, Capital Development Manager;
Jeremiah McVicker, Maintenance Manager;
Codi Weaver, Human Resources Manager;
Dave Doss, Operations Manager;
Bizzy Collins, Strategic Performance Planner;
Estella Hollander, Mobility Planner;
Heather Higgins, Purchasing and Contracts Officer, (Zoom), joined at approximately 10:06am;
Jon Matthies, IT Manager;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Kris Beecher, Mountain Line Attorney, (Zoom)

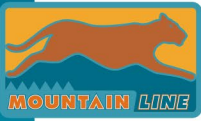
GUESTS PRESENT:

None

1. CALL TO ORDER -Chair Williams called the meeting to order at approximately 10:00am.
2. ROLL CALL

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3. SAFETY MINUTE -Sam Short, Workforce Director

Mr. Short reported on Thanksgiving Safety. Home cooking fires are prevalent. Safety tips were provided.

4. CALL TO THE PUBLIC

Ms. Cashman stated no members of the public were present and no written comments were received.

5. APPROVAL OF MINUTES:

a. Regular Board Meeting 9/20/2023

Director Sweet moved to approve the minutes for the regular meeting held on September 20, 2023. Director Matthews seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Miranda Sweet	X	
Lori Matthews	X	
Josh Maher	X	

b. Special Board Meeting 9/28/2023

Director Sweet moved to approve the minutes for the special meeting held on September 28, 2023. Vice Chair Vasquez seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Miranda Sweet	X	
Lori Matthews	X	
Josh Maher	X	

c. Board and TAC Advance 10/25/2023

Director Sweet moved to approve the minutes for the Board and TAC Advance held on October 25, 2023. Vice Chair Vasquez seconded. There was no discussion. All approved, none opposed. Motion carried. Chair Williams abstained since he was not in attendance at the Advance.

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NAME	YES VOTE	NO VOTE
Tony Williams	-	-
Jeronimo Vasquez	X	
Miranda Sweet	X	
Lori Matthews	X	
Josh Maher	X	

CONSENT AGENDA:

All matters under the Consent Agenda are considered by the Board of Directors to be routine and will be enacted by a single motion APPROVING THE CONSENT AGENDA. If discussion is desired on any particular consent item, that item will be removed from the consent agenda and will be considered separately. All items on the Consent Agenda with financial impact have been budgeted.

6. UPDATED PERSONNEL POLICIES

-Josh Stone, Management Services Director

Staff recommends the Board of Directors adopt updates to Mountain Line’s personnel policies to incorporate changes that reflect legal and regulatory requirements as well as Mountain Line’s actual employment practices.

Director Matthews moved to approve the consent agenda. Vice Chair Vasquez seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Miranda Sweet	X	
Lori Matthews	X	
Josh Maher	X	

DISCUSSION / ACTION ITEMS:

7. 2024-2025 LEGISLATIVE PRIORITIES

-Heather Dalmolin, CEO and General Manager

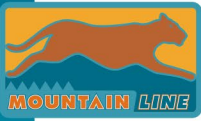
Staff recommends the Board of Directors approve and adopt the 2024-2025 Legislative Priorities.

Ms. Dalmolin stated the proposed legislative priorities are primarily the same with one small change to what was discussed in October. She reviewed the three federal priorities, four state priorities, and two local priorities. Director Maher moved to approve the 2024 Legislative Priorities. Vice Chair Vasquez seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	

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Miranda Sweet	X	
Lori Matthews	X	
Josh Maher	X	

8. BATTERY ELECTRIC BUS (BEB) PILOT UPDATE

-Heather Dalmolin, CEO and General Manager

The Board may provide direction, but there is no recommendation from staff at this time.

Ms. Dalmolin reported that Battery Electric Bus technology is quickly changing. She noted both our Mountain Line's BEB buses are still under warranty. She explained there were some delays getting the buses on property and put into service, as well as some supply chain issues. She reviewed some of the problems experienced with these buses. She told the Board that both companies, Gillig and New Flyer, have been responsive to staff concerns. She noted that some similar challenges were experienced when Mountain Line received its first hybrid electric buses. She explained the procedure is for the electric bus to return to base at 30 percent charge; staff have discovered that the outside temperature is impacting the battery range as well as route speed and driver actions (acceleration and braking). She noted the next steps are to get clear on a plan to purchase buses in the future and have on-route charging available (at the Downtown Connection Center). There were a couple of questions related to community feedback on the new buses and why the New Flyer bus had only been in service for 14 days at the time of this report. Ms. Dalmolin replied that the BEBs don't have strong reliability yet, but staff do plan to reach out to riders to get feedback in the future and she explained this data is from late October and one of the buses had been out of service due to low coolant for almost two weeks. Board members expressed some concerns over some news from other systems running BEBs including loss of power crashes and potential flooding problems during monsoons. There were also questions on how BEBs will perform in the snow, on plans to convert to 100 percent electric fleet when technology is changing rapidly, and the on-route charging being contingent on full build out of the Downtown Connection Center (DCC) Phase II. Ms. Dalmolin assured Board members that staff will be watching how the technology unfolds in the next few years and continue to learn, as well as actively share information with the Board.

9. UPDATE THE 12-18 MONTH WORKPLAN

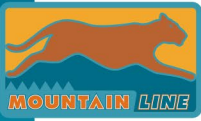
-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors approve the new 12–18 month workplan as an accompaniment to the 2020-2025 Strategic Plan.

Ms. Dalmolin introduced this item, stating the staff presenters will concentrate on the new items added to the workplan. Ms. Hollander presented Goal One-Service Excellence. She reviewed several new tasks under Objectives 1, 2, and 3. Mr. McVicker presented Goal Two-Stewardship of Resources. He reviewed the tasks for Objectives 1 and 2, including the new task of monitoring the performance of our electric vehicles and having leadership ride the bus to provide beneficial feedback. He stated there is currently an open Request for Information (RFI) for a Transit Asset Management system. Ms. Weaver presented Goal Three-Investing in Our Workforce. She reviewed new tasks under Objectives 1 and 2. She stated Objective 3 has nothing new. Mr. Short presented Goal Four-Enhanced Safety Culture. He reviewed new

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tasks under Objectives 1 and 3, noting staff are updating the current Safety Plan to include Battery Electric Buses. He stated Objective 2 has nothing new. There was a question about collaborating with local first responders and them being aware if there is an incident with BEBs. Mr. Short responded that first responders have been invited to tour the vehicles and our storage facility and review emergency procedures, like releasing the doors of the bus is without power. There was a request to receive updates, including how safety is incorporated. Ms. Hollander presented Goal Five-Community Engagement. She reviewed a couple new tasks under Objectives 1 and 2. Ms. Dalmolin presented Goal Six-Fiscal Responsibility. She reviewed a couple of new tasks under Objectives 1 and 2. She stated Objective 3 has nothing new. Vice Chair Vasquez made a motion to approve the updates to the workplan as presented. Director Matthews seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Miranda Sweet	X	
Lori Matthews	X	
Josh Maher	X	

10. APPROVE WAGE INCREASE FOR NON-EXEMPT HOURLY STAFF

-Heather Dalmolin, CEO and General Manager

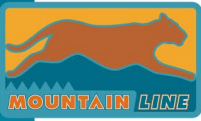
Staff recommends the Board of Directors approve an off-budget wage increase of sixty cents (\$0.60) per hour for all hourly positions effective January 1, 2024, in order to keep Mountain Line wages competitive with local minimum wage which is increasing by the same amount.

Mr. Short presented this item on behalf of Ms. Dalmolin. Mr. Short stated the Flagstaff minimum wage is increasing as of January 1, 2024. He reviewed the history of the pay plan and wage changes at Mountain Line. He noted the proposed 60 cent increase for hourly employees would cost Mountain Line \$56,000 in FY2024 and there is known capacity for \$30,000, but staff believe the difference can be made up; this would be an off-budget expense. Ms. Dalmolin explained the increase will be built into the next budget and the financial plan for sustainability; the \$56,000 for this fiscal year does include Arizona State Retirement System (ASRS) contributions and taxes. Director Matthews voiced some concern about annual increases and how they affect the agency. Chair Williams stated he understood how annual increases could make Boards nervous, but he stated he felt confident that staff has done due diligence. Director Matthews moved to approve the 60 cent wage increase per hour for hourly positions. Vice Chair Vasquez seconded. Director Matthews asked that staff remember to be mindful of the wage increases when discussions continue regarding Zero Fare going forward. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Miranda Sweet	X	

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Lori Matthews	X	
Josh Maher	X	

11. 2024 BOARD OFFICERS

-Rhonda Cashman, Executive Assistant and Clerk of the Board

Staff recommends the Board of Directors enact Rules of Procedure, Section 5.3 Election and Re-election of Officers, (e) Continuity Extension, for the calendar year of 2024.

Ms. Cashman explained that Vice Chair Vasquez was due to rotate into the Chair position for Mountain Line in 2024, as well as currently serving as Chair of the Coconino County Board of Supervisors (BOS) and Chair of the MetroPlan Executive Board starting in 2024. She noted when staff became aware, Chair Williams was asked if he would be willing to continue as Chair for one more year as allowed under the continuity extension, to allow Vice Chair Vasquez some time to complete his Chairmanship of the BOS. She reported both Chair Williams and Vice Chair Vasquez were willing to continue in their current positions for one more year and then the rotation would continue as planned. Ms. Cashman asked the Board to approve the continuity extension per the Rules of Procedure if they so choose. Vice Chair Vasquez stated he would be willing to continue as Vice Chair for another year and then ascend to the Chair position. Chair Williams stated he is willing to continue, since being Chair has been a good experience for him. Director Matthews moved to approve the Rules of Procedure, Continuity Extension. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Miranda Sweet	X	
Lori Matthews	X	
Josh Maher	X	

PROGRESS REPORTS:

There were no questions regarding the progress reports.

12. FY2025 BUDGET SETTING TIMELINE

-Josh Stone, Management Services Director

13. KASPAR HEADQUARTERS MAINTENANCE PROJECT UPDATE

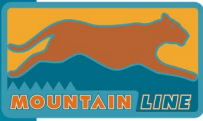
-Anne Dunno, Capital Development Manager

14. EQUAL EMPLOYMENT OPPORTUNITY(EEO) WORKFORCE UTILIZATION ANALYSIS, FEDERAL FISCAL YEAR 2023

-Codi Weaver, Human Resources Manager

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15. DELEGATIONS OF AUTHORITY
-Heather Dalmolin, CEO and General Manager

16. MILESTONE ANNIVERSARIES
-Heather Dalmolin, CEO and General Manager

Mr. Short recognized Mountain Line's milestone anniversaries on behalf of Ms. Dalmolin. He noted both Wil Yazzie and Richard Fox are celebrating one year anniversaries.

17. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

On behalf of Ms. Dalmolin, Mr. Short recognized the remaining November anniversaries.

On behalf of Ms. Dalmolin, Ms. Dunno shared the following highlights:

- Mountain Line held a Halloween Costume Contest, and a photo was shared. Human resources also provided treats at the Kaspar office and the DCC.
- Mountain Line partnered with the Flagstaff Family Food Center for a Stuff the Bus event which was a big success.
- The excavation continues at the DCC. Loven has got the utility tie ins done before the cold.

ITEMS FROM COMMITTEE AND STAFF:

Ms. Dalmolin thanked staff for covering agenda items for her as she is attending virtually with unknown internet reliability.

Ms. Dalmolin reported that she had just heard Mountain Line received a \$12.4 million grant from the Arizona Department of Transportation, federal pass-through funding. She congratulated the staff that wrote and supplied information for this successful grant. She noted the breakdown is \$11 million for Phase II of the DCC, the bus plaza and civic space, \$320,000 for solar panels on the DCC building, and \$1 million for tech upgrades for buses. She said this is the largest one-time award from ADOT.

Ms. Dalmolin explained a service reduction would be going into effect on November 20th for Route 2 and Route 4 due to a staffing shortage and staff are working to get the message out to our riders. She noted the number one reason for leaving, per our departing staff, is the high cost of living.

Chair Williams stated his appreciation for staff covering for Ms. Dalmolin. He communicated he really liked the rotation of staff for the 12-18 month workplan item. He said he is sad to hear about the service reduction. He reported that he attended the recent economic summit at Northern Arizona University (NAU) and it is not going to be easy; many community organizations are affected.

Chair Williams extended his best wishes for everyone to have a safe and happy holiday season.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

January/February Working Agenda

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The next Board meeting will be January 17, 2023 and will be a hybrid in-person and Zoom meeting based in Flagstaff in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. January agenda items may include but not be limited to the MetroPlan Route 66 Operational Assessment, Bus Stop Infrastructure, Title VI, Budget Message, Organizational Structure Update, Employee Satisfaction Survey, 2024 Transit Tax Update, Downtown Connection Center (DCC) Update, Meeting Calendar Review, and Delegation of Authority Updates. The January agenda will be available for review on Mountain Line's website and at Mountain Line's public posting places (listed on the Mountain Line website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the Board.

18. ADJOURNMENT -Chair Williams adjourned the meeting at approximately 11:26am.

Tony Williams, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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